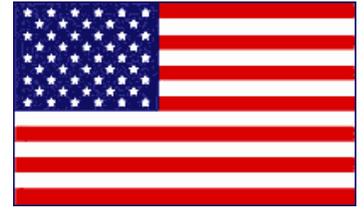




PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
 Vancouver, Washington Division
 Community Based Outpatient Clinics
 Salem, OR Bend, OR
 Camp Rilea (Warrenton, OR)
 Hillsboro, OR East Portland, OR



NOTICE OF VACANCY

1. <u>Announcement Number</u> T38-11-0008-JR	*2. <u>Title, Series, Grade, Salary</u> Supervisory Polysomnography Technician FS GS-0649-09 \$50,021 to \$65,023 Competitive salary commensurate with education and experience as determined by Professional Standards Board	3. <u>Tour of Duty</u> Mon-Fri (Shift work could be required)	4. <u>Duty Station</u> Hospital and Specialty Medicine Division, Portland, OR
5. <u>Type & Number of Vacancies</u> 1 -Permanent full time	6. <u>Contact</u> Human Resources Management Service 503-220-8262	7. <u>Opening Date</u> 10/18/2010	8. <u>Closing Date</u> 11/01/2011

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Any US Citizen

MAJOR DUTIES:

Supervisory Polysomnography Technician. Individuals in this assignment assume full administrative and professional responsibility for planning and directing the work of subordinate technicians. Typically these duties include assigning and evaluating the work of subordinate staff; providing polysomnography technician services and the delivery of therapy for sleep disordered breathing, especially in more complex cases; scoring polysomnographic data and conducting periodic quality control assessments of the scoring of polysomnographic technologists under their supervision to ensure consistent application of the scoring rules; ensuring appropriate electronic back-up of all polysomnographic data and scoring; acts as a liaison with Biomedical Engineers/Technicians in the set up and the establishment of routine preventative maintenance procedures for equipment and instrumentation, serves as a technical advisor/expert in the operation and maintenance of specialized equipment and instruments; reviews and makes recommendations regarding new and emerging procedures; collects and organizes statistical data for research or one time reports; provides instruction and training to new staff; interviews candidates for positions; recommends selections, advancements, promotions; evaluates performance; takes disciplinary action when necessary; and identifies educational or training needs. The individual understands and carries out the requests made by physicians and when an uncommon, unique or new procedure is required and consults with a physician for guidance. The supervisor will consult with subordinates in regards to time and attendance, career development opportunities, an awareness of hospital level policy and procedures as needed or requested. They will complete bi-annual performance evaluations and develop a training needs assessment plan for each subordinate. The supervisor helps employee with unusual situations which have no clear precedents.

THIS POSITION IS NOT IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

1. BASIC REQUIREMENTS

- Citizenship.** Citizenship of the United States.
- Education.** There are no specific educational requirements for this occupation. Education may be substituted for

(Continued on next page)

experience only at the GS-4 and GS-5 levels. See the grade requirements part of this standard for information regarding educational substitutions.

c. **Licensure or Certification.** Licensure or Certification is not required for this occupation; however, it is strongly desirable at GS-6 or above as evidence of possession of the essential knowledge, skills, and abilities. For certain functional areas at the higher levels or supervisory assignments, specific certifications appropriate to the specialty are indicated in this standard under "Titles and Certification/Registrations".

d. **Note:** For all specialties identified in this standard, Basic and Advanced Cardiac Life Support certifications are desirable. Training which does not result in official certification does not meet this definition.

e. **English Language Proficiency.** Medical Instrument Technicians must be proficient in spoken and written English.

Experience: GS-9. In addition to the core competencies defined at the GS-8 level, positions at this grade may be lead, supervisory, or non-supervisory with specialized advanced knowledge and assignments.

(a) **Experience.** At least 1 year of experience comparable to the next lower grade level, which is directly related to the duties of the position to be filled, and must fully meet the KSAs at that level. This would be experience which demonstrates possession of the knowledge required to provide all aspects of polysomnography services. In addition, the candidate must demonstrate the following technical KSAs and the potential to acquire the assignment specific KSAs designated by an asterisk (*):

(b) **Demonstrated Knowledge, Skills, and Abilities.** KSAs 1, 2, and 3 are appropriate for all positions at this level. KSAs 4 and 5 are to be used in accordance with their appropriateness for the specific assignment.

1. Knowledge of the more complex examination and treatment procedures and techniques in order to provide training and supervision in these procedures, to evaluate and initiate performance improvement projects, and to write policies, procedures, and protocols, that pertain to Polysomnography.

*2. Knowledge of JCAHO and other regulatory requirements.

3. Ability to communicate effectively and professionally with employees at varying grade levels.

*4. Ability to manage and supervise employees.

*5. Ability to provide, or provide for, staff development and training.

(c) **Certification.** Registration by the Board of Registered Polysomnographic Technologists (BRPT) is highly desirable. Basic Cardiac Life Support (BCLS) and Advanced Cardiac Life Support (ACLS) certifications are also desirable for employees at this level.

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix **G27**) applies and may be reviewed in the Human Resources Management Service Office. Must be a citizen of United States.

CONDITIONS OF EMPLOYMENT:

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- All information submitted to this VA Medical Center is subject to verification by VetPro.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

- A drug test may be required for an applicant who is tentatively selected.
- A pre-employment physical examination will be required for an applicant who is tentatively selected.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- VACareers.va.gov has descriptions of all Title 38 Jobs and their benefits.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

All application packets must be received in Human Resources Management Services by Close of Business (COB) by 11/01/2010. Applications may only be received by either of the methods listed below:

Applications may be mailed to:

Portland VA Medical Center, P4HRMS
Attn: T38-11-0008-JR
 PO Box 1034
 Portland, OR 97207

Or brought in person to:

Portland VA Medical Center
 3710 SW US Veterans Hospital Rd
 Building 16, Room 300 (front desk)
 Portland OR 97239

Portland VAMC Permanent Employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

Other VA Permanent Employees must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#)
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

Non VA Applicants must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses, registrations, or certifications (applicable to job).
7. **A copy of your college transcripts**

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized

by the U.S. Department of Education.

- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- **It is the applicant's responsibility to submit documentation to support his/her application for this position.** Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**